

# Fatigue Management Policy

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## Our commitment

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Romann Logistics is committed to providing a workplace that is free from risks arising from drivers impaired by fatigue and a workplace where all drivers are in a fit state to perform their work.

## How we will meet our commitment

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Driver fatigue becomes a work health and safety risk if a driver's ability to perform their role is impaired, leading to an increased risk of injury or illness to themselves or others.

The Work Health and Safety and the supporting fatigue, driving hours and Heavy Vehicle National Laws set out a range of requirements and responsibilities for the management of driver fatigue in the workplace.

Our objectives are to:

- establish safe systems of work that eliminate (where practicable) or minimise risks caused by driver fatigue in the workplace
- provide a safe and healthy work environment free from fatigue-related incidents
- safely manage incidents where drivers are impaired by fatigue

To this end, we adopt a risk management based approach to support compliance with the legislative requirements and our objectives. We have established a Fatigue Risk Management Framework that incorporates the relevant Fatigue Management Strategy that we operate under (i.e. Standard Hours, Basic Fatigue Management or Advanced Fatigue Management).

The Framework contains the risk management stages that the organisation will use to identify, assess, eliminate (where practicable) or minimise and monitor fatigue-related risks inherent in that Fatigue Management Strategy and in applying that strategy in our business.

All details of fatigue-related risks, control measures and implementation responsibilities are documented in the Risk Register.

## Scope

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This policy and supporting procedures apply to any worker with control over or that might influence the fatigue of a heavy vehicle driver (including but not limited to the roles listed below).

References to the 'workplace' include any location where a worker undertakes activities on our behalf, including but not limited to our sites, offices, vehicles and equipment.

## Responsibilities

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Romann Logistics has identified the following roles within our organisation with obligations for fatigue management, as:

- employer of the driver of the vehicle/prime contractor of the driver/operator of the vehicle/person conducting a business or undertaking (PCBU) referred to as 'the Transport Company'
- driver/scheduler manager
- loading manager
- driver of the vehicle
- scheduler of goods for transport by the vehicle and/or the vehicle driver
- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle

- unloader of goods from the vehicle
- consignor/consignee of goods for transport by the vehicle

A summary of the key responsibilities for each role are listed below.

### **Transport Company Responsibilities**

*The 'transport company' includes the employer, prime contractor, operator and/or PCBU. In our organisation this responsibility is accepted by the Director(s)*

The transport company must ensure that:

- the Fatigue Management Strategy is implemented, monitored and reviewed in accordance with the requirements under the regulations
- in addition to the Fatigue Management Strategy they take all reasonable steps to ensure a driver does not drive a heavy vehicle while impaired by fatigue or in breach of their work/rest hours option
- all workers whose actions may control or influence driver fatigue are appropriately trained in their responsibilities
- driver rosters and schedules do not require drivers to exceed the relevant Fatigue Management Strategy work and rest hours
- drivers are able to take their required rest breaks under the relevant Fatigue Management Strategy
- the time slot at the destination is able to be met within the legal driving hours, allowing for required rest breaks
- drivers adhere to contingency procedures that are in place to cope with unexpected circumstances like road works and traffic accidents
- prior notification is given to the receiving/dispatching site if a timeslot cannot be made due to delays
- a truck parking area and facilities are provided
- parking, queuing and loading/unloading practices are streamlined to minimise delays
- drivers are fit for work
- records are kept of the drivers' activities, including work and rest times, in accordance with the Fatigue Management Strategy and the transport company's Policies and Procedures

- all elements of the Fatigue Risk Management Framework are monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance

### **Driver/Scheduler Manager Responsibilities**

*The driver/scheduler manager is a worker who supervises the activities of drivers and/or schedulers. In our organisation this responsibility is accepted by the National Operations Manager and Agent.*

The Driver/Scheduler Manager must:

- ensure this Fatigue Management Policy and the Fatigue Risk Management Framework are effectively implemented within their area of control
- accept accountability for ensuring that the workplace under their control is safe and free from fatigue-related risks
- accept accountability for ensuring that the behaviour of workers under their control is safe and free from fatigue-related risks
- monitor and review the elements of the Fatigue Risk Management Framework within their area of control (e.g. review of schedules and rosters)
- consult with their team when implementing new systems of work (e.g. new shifts, new loading procedures, new queuing arrangements)
- monitor and ensure the fitness for duty of drivers within their area of control
- resolve or appropriately escalate fatigue-related issues promptly

### **Loading Manager Responsibilities**

*The loading manager is a worker who supervises the activities of loaders or unloaders. In our organisation this responsibility is accepted by the Consignor.*

The Loading Manager must:

- ensure loading/unloading arrangements do not cause or contribute to a driver driving while fatigued or in breach of their work/hours rest option
- stop loading and contact the transport company or site manager if a driver appears fatigued
- minimise queues and have a call-up system available (on arrival, the driver checks in with the appropriate office)

- notify the driver and/or scheduler immediately of any loading delays or potential missed timeslots
- take reasonable steps to ensure the driver is able to take rest while waiting for the vehicle to be loaded/unloaded
- contact the transport company if the truck does not arrive on time and advise them of the next available time slot or the delay time

### **Driver Responsibilities**

*The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. In our organisation this responsibility is accepted by the Driver*

The driver must ensure they:

- take responsibility for maintaining their personal health and fitness for work
- present themselves in a fit state to perform their work unimpaired by fatigue
- understand the Fatigue Management Strategy they are operating under and how to comply with that Fatigue Management Strategy
- understand when they can start and stop driving and how long their breaks should be
- understand whether they can complete the journey/make the timeslot in time allowing for delays and rests
- communicate any concerns about the scheduling or journey or any other potential or actual issues or delays to the Transport Company promptly
- understand how to record their driving hours
- are able to identify when they are showing signs of fatigue and take appropriate action
- do not drive a heavy vehicle while impaired by fatigue or in breach of their work/rest hours option

### **Scheduler Responsibilities**

*The scheduler is a worker who has influence or control over the delivery time (often the person who schedules the transport of goods by road). In our organisation this responsibility is accepted by the National Operations Manager and Agent.*

The scheduler must ensure that:

- driver rosters and schedules do not require drivers to exceed work and rest hours under the regulations
- drivers are able to take their required rest breaks
- the time slot at the destination is reasonably able to be met within the legal work and rest hours
- drivers adhere to contingency procedures that are in place to cope with unexpected circumstances like road works
- prior notification is given to the receiving/dispatching site if a timeslot cannot be made due to delays

### **Packer Responsibilities**

*The packer is a worker who packs and prepares the goods prior to loading. In our organisation this responsibility is accepted by the Consignor.*

The packer must ensure that the load is:

- packed in a timely manner, without unnecessary delays
- packed and ready to be loaded at the agreed loading time in a manner that enables efficient loading to take place

### **Loader Responsibilities**

*The loader is a worker who is responsible for loading the goods into or onto the vehicle. In our organisation this responsibility is accepted by the Consignor.*

The loader must ensure that the load is:

- loaded in a timely manner, without unnecessary delays
- ready to be loaded at the agreed loading time

### **Unloader Responsibilities**

*The unloader is a worker who is responsible for unloading the goods from the vehicle. In our organisation this responsibility is accepted by the Consignee.*

The unloader must ensure that the load is:

- unloaded in a timely manner, without unnecessary delays

### **Consignor/Consignee Responsibilities**

*The Consignor is the person or company who dispatches the goods for delivery.*

*The Consignee is the person or company who orders and/or receives the goods.*

The consignor/consignee must ensure that:

- orders are placed in a timely manner to allow for dispatch that can meet delivery requirements
- the timeslot for dispatch or receipt factors in appropriate time for the job to be completed within the legal driving hours including required rest breaks
- the delivery request does not require (or incentivise) the driver to drive while fatigued and/or exceed driving hours and/or forego minimum rest periods
- if the agreed time is not met, alternate agreements are in place to ensure they do not breach CoR legislation

## **Supporting policies and procedures**

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This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure and the Work Health and Safety Policy.

This policy should be read and followed in conjunction with the:

- Chain of Responsibility Policy
- Fatigue Management Procedure
- Speed Management Policy and Procedure
- Load Management Policy and Procedure
- Vehicle Standards and Maintenance Procedure
- Hazard Observation Procedure
- Incident Management Procedure

## **Implementation and evaluation**

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Romann Logistics will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

**Policy authorised by: George Manassa,  
National Business Development Manager**

**Signature: GM, digitally signed 05.04.2022**

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*Policy version number: v1*

*Policy review due date: 27.07.2022*





I have read and agree with the policy above.

**Name:**

**Signature:**

**Date:**

**Authorised Officer:**